Forward Exam
School Assessment Coordinator (SAC) Checklist

SAC - Activity	Target Completion Date	Resource
BEFORE TESTING		
1. Notify TAs when the *Test Administration Manual* is available.	February 15	
2. Review trainings and manuals and schedule training session for TAs.	4 Weeks prior to testing	DAC Guide
3. Ensure that TAs and other staff are appropriately trained and aware of policies and procedures, especially related to security.	4 Weeks prior to testing	DAC Guide Test Security Manual
4. Ensure all students have had an opportunity to view the Student Tutorial.	3-4 Weeks prior to testing	DAC Guide
5. Ensure all students have had ample opportunity to practice test functionality (including accessibility features, if applicable) using the Online Tools Trainings (OTTs).	2-3 Weeks prior to testing	DAC Guide
6. Confirm that you have received an e-mail with eDIRECT login information (username and temporary password).	3 Weeks prior to testing	eDIRECT User Guide – User Management DAC
7. Develop testing schedule based on timing and duration information. Confirm testing schedule with DAC.	3 Weeks prior to testing	DAC Guide
8. Verify that TAs are aware of test security requirements during testing (specifically related to cell phones and other digital devices).	3 Weeks prior to testing	Test Security Manual
9. Review and verify the accuracy of student enrollment information in eDIRECT.	2 Weeks prior to testing	eDIRECT User Guide- Students and Tests
10. Work with TAs to review student settings in eDIRECT to ensure appropriate designated supports and accommodations are applied and online supports appear as expected on student test tickets.	2 Weeks prior to testing	eDIRECT User Guide- Students and Tests
11. Work with the TAs to identify students who will need specialized equipment for accommodations.	2 Weeks prior to testing	Accessibility Guide DAC Guide
12. Print test tickets and verify the correct accommodations have been applied and are document on the student's test ticket. Store tickets in a secure location until they are ready to be distributed.	1-2 Weeks prior to testing	eDIRECT User Guide – Students and Tests

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13. Communicate with the TAs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Secure access to the number of headsets needed plus extra.	1-2 Weeks prior to testing	DAC Guide
14. Designate testing space for students with test accommodations if necessary.	2 Weeks prior to testing	
15. Work with TA to plan a quiet activity for each testing session for students who finish early.	2 Weeks prior to testing	
DURING TESTING		
16. Distribute test tickets to Test Administrators/Proctors	Day before or day of testing	
17. Ensure adherence to all security policies, specifically, no cell phones or other camera devices are present during testing.	Ongoing during administration	Test Security Manual
18. Document containment of any irregularity and report to the DAC immediately after learning of the incident.	Ongoing during administration	DAC section Test Security Manual
19. Monitor testing progress in eDIRECT during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	Ongoing during administration	eDIRECT User Guide-Students and Tests
20. Raise any technical issues with the School Technology Coordinator for resolution.	Ongoing during administration	
21. Review, investigate, and report on all potential irregularities reported by the TA. Mitigate incidents when appropriate.	Ongoing during administration	DAC Guide Test Security Manual
22. Collect and securely store test tickets.	Ongoing during administration	
AFTER TESTING		
23. Enter non-participation codes if necessary.	Once testing is complete in school	DAC Guide eDIRECT User Guide-Students and Tests
24. Distribute ISR to parents/guardians.	After scoring is completed	User's Guide to Interpreting Reports
25. Ensure that all secure test materials have been destroyed and printed test materials (such as Braille materials) have been returned to the DAC.	Once testing is complete in school	DAC Guide